

**Town of Natick
Job Description**

Position Title:	Assistant Director, Bacon Free Library	Grade Level:	2
Department	Bacon Free Library	FLSA Status	Non-Exempt
Reports to:	Director Bacon Free Library		

Statement of Duties: The Assistant Director concentrates on children's services, assists the Library Director in performing professional and administrative library work, and helps to manage all activities and operations of the Bacon Free Library. This professional position serves as the member of the library staff responsible for the Bacon Free Library's services and programs for children.

Supervision Required: Incumbent reports directly to the Library Director. In most matters affecting services to children, the Assistant Director and the Library Director jointly develop objectives and consult on matters of policy. The Assistant Director may seek advice and assistance from other professionals in developing and implementing services and programs within the general policy guidelines, with concurrence from the Library Director.

Supervisory Responsibility: The employee is responsible for the supervision of part-time library staff.

Accountability: Errors and omissions in work could result in missed deadlines and adverse public relations.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Required to work a variety of shifts, with some evening and weekend hours for special events or vacation coverage.

Nature and Purpose of Contacts: Position interacts with co-workers, the public and external contacts such as vendors, bankers, attorneys, or other professionals to explain or interpret

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procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Evaluates and selects library materials for children based on knowledge of community needs and collection development. Supervises or performs the planning, organization and execution of developmentally appropriate children's programs, including book talks, storytelling, displays, crafts, etc. Promotes children's programs by speaking to community groups and preparing press releases. Plans and recommends new services. Coordinates programs with similar institutions.
- Supervises staff and volunteers when appropriately assigned to children's services to assist in such activities and tasks as programming, shelving of books, circulation, and preparing displays. Is responsible for training above mentioned staff and volunteers and evaluating their work. Studies library operating procedures and recommends changes.
- Performs reference work for patrons of all ages which includes providing information, instruction in the use of the library, conducting class visits, researching reference requests, and reserving materials.
- Responds to the BFL users' requests, suggestions and complaints. Refers matters to the Library Director, as needed.
- Maintains records of activities and prepares monthly reports for the Library Director concerning services and programs.
- Keeps abreast of developments in library service for children. Attends meetings of children's librarians and professional organizations for sharing of information and cooperative programming.
- Assists in the library's budgetary process as affecting children's services and works with the librarian in formulating and recommending a budget for children's services.

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- Performs circulation duties such as patron registration, checking books in and out, collecting overdue fines and placing reserves.
- Participates in Minuteman Library Network training as needed, and adheres to MLN policies.
- Performs other related duties and tasks, as necessary or required. Required to work a variety of shifts, with some evening and weekend hours for special events or vacation coverage.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Incumbent must have a Master's Degree in Library Science with specific coursework in children's literature or services and at least two (2) years experience in children's services, including book selection and programming are the minimum requirements.
- A degree in a related field such as early childhood education, elementary education or child psychology is also a plus.
- In addition, a person with exceptional promise, and a commitment to enter and complete the MBLC certification process with an emphasis on children's librarianship may also be considered.

Knowledge, Abilities and Skill

Knowledge:

- Professional knowledge of a broad range of library science principles, concepts, techniques, and tools.
- Substantial knowledge of children's literature, interests, development and services and ability to relate these to the needs of individual children.

Abilities:

- Ability to apply professional knowledge to the assessment and development of children's services.
- Ability to plan, organize, and direct special programs and the BFL's services

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aimed at children.

- Ability to speak effectively to/with children and adults.
- Ability to establish and maintain effective working relationships with parents, school administrators, teachers, and co-workers.
- Tact, diplomacy, flexibility, creativity and a positive customer-service attitude.
- Enthusiasm for books and the promotion of reading.

Skill:

- Strong computer skills including Word, Excel and Publisher and online database searching. Web site experience is a plus.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.